

**Airport Board  
Board Meeting Minutes  
August 31, 2009**

1. The meeting was called to order at 6:30 pm by Chairman Mal Sillars.
2. Board members in attendance were Mal Sillars, Cal Anderson, Bob Freed, and Robin Dailey. Absent were Cherie Haarberg, Tom Bell and Steve Wartman. A quorum was determined.

Town staff members in attendance were Sue Boyd, Town Administrator and Bob Johnson, Airport Manager and Mayor Cara Russell.

Kevin Gould and Vern Plante represented RTA.

3. Agenda adoption was approved by the Committee.
4. Minutes of the last meeting, held Aug 3, were approved.
5. Public Comments: none
6. RTA presentation - This report was the first to the Airport Board since the initial meeting with RTA. The background assessment process was described followed by a suggested plan that would correct code violations, address the ADA requirements, update building obsolescence and modify the structure to meet present and future needs.

A Statement of Probable Cost was handed out, (see attachment) in which various scenarios were discussed based on cost and current available funds.

Following a discussion in which the various options were considered, the Airport Board recommended to the Town Trustees that the basic update for the first and second floors, estimated at \$164,441, and a mechanical air handling unit #2, estimated at \$29,240, be included in the first construction phase. The vote was unanimous.

As further funds become available, the suggested priority of work would be: replacement of air handling unit #1, restructuring of the second floor, followed by the restructuring of the first floor. The total for all work would be about \$300,000 of which \$200,000 is now available.

7. **Financial report – Sue Boyd walked the group through the various categories that represented the financial status of the airport as of June 30, 2009. Many of the categories indicated the airport expenses still exceed income. Airport Manager, Bob Johnson, stated that July and August were very good months and with testing programs in place for the fall, there should be some change in numbers as we proceed through the year.**
8. **Comments by Airport Manager – Bob Johnson updated the group on the fog sealing project currently underway and scheduled to be completed on Sept 2. Significant work has been done inside and out around the airport in terms of clean-up and maintenance. Offices on the first floor have been painted and office furniture put in for use by the test crews and otherwise available to others. One of the reasons for preparing the first floor offices for the use of test crews was that the planned testing area on the second floor will have to wait for further funding. Grass cutting and pavement sealing have been done outside.**

**Also, the airport had a perfect fuel inspection, the third time in a row, a rarity according to the fuel company. The airport also achieved a 100% inspection by the EPA.**

9. **Comments by Town Manager – Sue Boyd – held for agenda items**
10. **Old Business**
  - a. **Business plan - Sue Boyd indicated that the business plan narrative is primarily done and that the business plan is basically waiting to integrate the financials. Staff is working on this.**
  - b. **Aviation field work – see Managers comments**
  - c. **Sign code committee – see d.**
  - d. **Hangar Design committee – Hangar design and sign code for the airport were combined into a package that had been e-mailed to the Airport Board and feedback was discussed. With few changes the board accepted the hangar section. The sign code section was accepted with the understanding that the Town staff would insert the new Town code requirements were needed.**

**The Airport Board then accepted the revised package that will be added to the Town Municipal Code and by unanimous vote, recommended it to the Town Trustees.**

- e. **Lease agreement package** – The above hangar code is one of the last items to be added to the package. Discussion ensued regarding lease requirements for private vs. commercial hangars. Probably two versions of a lease will be required, but Sue Boyd thought that the package might be complete by the end of October. Boyd handed out a list of policy questions (attached) that should be considered by the Airport Board. It was requested that members answer these questions in an e-mail to Sue and that that would serve as input to finishing up the lease package.
  - f. **Consultant follow-up.** Town Administrator Boyd related that within two to three weeks the consultant would be in town for a number of personal and group interviews to get a reading from various parts of the aviation community. With that and the reading of our rules and regulations he would offer suggestions.
  - g. **Airport development** – Mal Sillars introduced the topic again as to what possible paths to follow to increase revenue so that the airport can be self-sustaining. Since funding is limited, the discussion centered on the most obvious ways to create a money stream. One is having hangar space to lease to transient jets and for hosting test programs. Certainly the most obvious hangar is the one attached to the terminal. Currently, the airport splits any lease fees with the owner of the hangar. Also, use of the hangar for testing programs can be jeopardized by the needs of the hangar owner. Full ownership of the hangar should be a major consideration in terms of physical and financial development. Leasing of other large hangars would also be a source of revenue. There are current three large hangar possibilities. Hangar space for large planes may also lead to additional fuel sales. Funding for the main hangar is needed.
- 11. **New Business – none**
  - 12. **Board and staff comments**  
Discussion of follow-up as a result of the FAA inspection and citations. Sue Boyd said there was work to be done in a number of areas but no further response has come from FAA.
  - 13. **Adjournment at 8:30 pm**

**Minutes taken by Mal Sillars**